DEPARTMENT OF PERSONNEL

Records Retention Schedules

This listing is designed to specify the records retention schedule and the item(s) of General Retention Schedule 690-1 that are applicable to the records of each division of the Department of Personnel. For instance, the records of the Office of the Secretary, Deputy Secretary, are covered by Schedule No. 690-11, in addition to Items 1 and 3 of Schedule 690-1, All Divisions (General Schedule).

Division	Schedule Number	Schedule 690-1		
		Item 1	Item 2	Item 3
All Division and Funds (General Schedule)	690-1	:		
Administrative	690-2		х	X
Salary Administration and Position Classification	690-3			х
Data Processing	690-4			х
Employer-Employee Relations	690-5		-	· x
Equal Employment Opportunity	690-6			x.
Examination and Recruitment	690-7			х
Fiscal Management (Only in General Schedule)	690-1		· X	X
Legal (General Counsel)	690-8	·		x
Investment (Included in State Retirement System)	690-10	x	x	Х
Public Information (Only in General Schedule)	690-1			X
Office of the Secretary, Asst. Secretary (Research and Planning)	690-9			х
State Retirement System	690-10	X	x	х
Office of the Secretary, Deputy Secretary	690-11	х.		x _.
Social Security	690-12	x	х	x .
State Accident Fund	690-13	х	х	х
Training	690-14		X	Х

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE

690-1

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RECORDS RETENTION AND DISPOSAL SCHEDULE

All Divisions and Funds DEPARTMENT OF PERSONNEL DIVISION AGENCY Item Retention Description No. Minutes (Social Security, Retirement Systems, State 1 Accident Fund) The record of staff or board meetings covering the Retain permanently; offer to official acts of an agency with respect to policy and the Archives Division of the Hall of Records Commission matters relating to administrative operations and prowhen they become inactive. cedures. 2 Accounting Records This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records. Changes in records format will not necessarily require revision of the retention schedule. However, should the scope and content of a record series be altered, the schedule may be amended to reflect such changes. Each agency will use all or some of the following records which are governed by the indicated retention period: a. Special Accounting Records: Retain permanently; offer to Books of Final Entry - General the Archives Division of the Ledgers Hall of Records Commission Audit Reports when they become inactive. General Accounting Records: Memorandum of Adjustments Retain in office for three Quarterly Reports (3) years and until all Cash Receipt Book audit requirements have been Contribution Fund Ledger met, then destroy. Accounts Receivable Ledger Transmittals Debit and Credit Adjustments State Agency Billings Monthly Receipt Summary

Schedule approved by Department, Agency or Division Representative

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Signature	Tirle	, Koole

Schodule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/177 Edward Garafuse

Date Secretary

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE но. 690-1 PAGE

2 of 3 Item Retention Description Financial Statements Actuarial Technical Information and, Forms Journals Purchasing Records: Purchase Orders Retain in office for three (3) Requisitions for Supplies years and until all audit re-Special Payments - Payments for quirements have been met, then Contractual Services destroy. Notice of Award of Contract Delivery Receipts Copy of Contract Award Requisition for Supplies Credit Memorandum Report of Partial Delivery d. Budget and Fiscal Planning Records: Retain in office for three (3) Budget Schedule Amendment Report of Fixed Assets years and until all audit re-Report of Material and Supplies quirements have been met, then Materials and Supplies destroy. Physical - Inventory Budget Estimates Budget Analysis Accumulated Monthly Expenditures and Appropriation Balances Budget Information Request for Position Action Payroll Accounting Records: Retain in office for three (3) Payroll and Check Register E.T.R. years and until all audit re-Payroll Exceptions - Time Reports quirements have been met, then destroy. f. Miscellaneous Accounting Records: Payroll Listings Retain in office for three (3) Paid Bills and Invoices years and until all audit re-Daily Deposits - Cash Receipts quirements have been met, then Claim Ledgers destroy. Unpaid Audit Billings

Quarterly Work Papers

Owned Vehicles

Omed Vehicles

Accounting Workpaper and Statements Quarterly Mileage Report - Privately

Monthly Mileage Report for State

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Miscellaneous Year End Closing Reports Delivery Order and Receipt Vouchers Journal Vouchers Billings Adjustment Records

Description

General Administrative Correspondence

Letters, reports, memoranda, telegrams, and miscellaneous materials which reflect the routine operations of the Divisions or Funds. Retain in office for three (3) years and until audited, then send to the Archives all documentation on official policies and organizational status of the Office of the Secretary and each Fund and/or Division. Destroy the rest.

Retention